

PURCHASING & PROPERTY MANAGEMENT DIVISION PURCHASING GUIDE

The Purchasing & Property Management Division is a proud member of the Office of Finance and Management. As a centralized division established by the Lafayette City-Parish Consolidated Government (LCG) Home Rule Charter, this division is responsible for administering the purchasing process for all of the LCG, with the exception of Professional Services contracts-which are regulated by an ordinance of the Lafayette City-Parish Council. Purchasing procedures are regulated by the Policy & Procedure Manual (PPM) of Lafayette Consolidated Government and Louisiana Revised Statutes Title 38, Public Contracts, Works and Improvements.

The two areas of responsibility of the Purchasing sections (hereinafter referred to as "Purchasing") are the procurement of supplies and materials, and the taking of quotes and/or bids for construction projects defined as Public Works. (Public Work means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used or leased by the public entity).

The following information explains the procedure that must be adhered to when procuring supplies and materials and taking quotes and/or bids for construction projects:

SUPPLIES AND MATERIAL PURCHASES LESS THAN \$2,500

If a Department of LCG, through a needs assessment, determines that certain supplies or materials are required and this is a non-recurring need, the Department has the authority to make the purchase without Purchasing involvement. However, Purchasing is responsible for ensuring that the dollar limit is followed and that said purchase is in fact non-recurring.

SUPPLIES AND MATERIAL PURCHASES OF \$2,501 UP TO \$29,999

Purchasing is required to solicit written quotes from all known qualified vendors for the purchases of supplies or materials when estimated cost is between \$2,501 and \$29,999.

SUPPLIES AND MATERIAL PURCHASES OF \$30,000 OR MORE

The purchase of supplies and materials for which the cost is estimated to be \$30,000 or more must be publicly bid. This process requires that sealed bids be taken and shall include a bid bond, and that the product, good or service requested be advertised at least twice in the Official Journal (The Lafayette *Daily Advertiser*) within 15 days. The successful bidder may be issued either a Purchase Order or may be required to execute a formal written contract.

CONSTRUCTION (PUBLIC WORK) LESS THAN \$2,500

A Department may work with a contractor to perform repairs and maintenance or minor construction projects of a non-recurring nature, which is less than \$2,500 without Purchasing being involved. However, Purchasing is responsible for ensuring that the dollar limit is followed and that said purchase is in fact non-recurring. The Department is responsible for ensuring that the vendor has the proper insurance that is required for this type of project as per the limits set by LCG's Risk Management Division.

CONSTRUCTION (PUBLIC WORK) FROM \$2,501 UP TO \$149,999

Projects that fall within the dollar range noted above require that Purchasing solicit formal quotes from all known responsible contractors. The formal quote shall require that the contractor provide both bid and performance and payment bonds, and formal award of the work is done via a written contract or Purchase Order. Any project that is estimated to exceed \$50,000 requires that all contractors be appropriately licensed by the Louisiana Contractors Licensing Board.

CONSTRUCTION (PUBLIC WORK) \$150,000 OR MORE

Projects that are estimated to exceed \$150,000 must be publicly bid. To comply with the requirements to publicly bid a project, Purchasing must advertise the Notice to Bidders 3 times within 25 days in the Official Journal (The Lafayette *Daily Advertiser*), take sealed bids, require bid and performance and payment bonds, hold a public bid opening, and execute and record a formal written contract.

Any questions about this or other Purchasing matters should be directed to the Purchasing and Property Management division at (337)291-8259 or by email at toliver@lafayettela.gov.